

MAINE EMS EDUCATION COMMITTEE MINUTES

Date: Wednesday, August 10, 2005
 Member Present: D. Batsie, D. Boucher, B. Chamberlin, R. Chase, L. Delano, S. Diaz, P. Marcolini (Chairman), D. Palladino,
 Absent: M. Barter, D. Cornelio, B. Davis, S. Latulippe, R. Petrie, D. Robishaw, D. Russell, S. Stewart-Dore, J. Wellman, B. Zito
 Guests: Steve Corbin
 Timekeeper:
 Scribe: D. Corning
 Meeting Opened at: 0910

TOPIC	DISCUSSION/ACTIONS TAKEN	FUTURE ACTION
1. Introductions	1. No introductions were necessary.	1. No action items necessary.
2. Integrated Practical Test	<p>2. Motion: The Education Committee recommends to the Exam Committee that there be no retest process outside of the final class (state) exam. The Education Committee also recommends that the Exam Committee establish the requirements to pass the final class test, such as number of stations that can be retested, etc.</p> <p>Diaz/Palladino Passed In making the above motion, the Education Committee feels that an I/C and course sponsor cannot be responsible for documenting that a student has successfully completed a program when a retest would take place outside of their program.</p> <p>The Committee also discussed what information needs to be made available to I/C's to educate them on this new process, and developed the following list:</p> <ul style="list-style-type: none"> ✓ Cover letter (Dwight will develop with assistance from Steve). ✓ Exam Administration Manual ✓ Maine EMS Skill sheets ✓ NREMT Skill sheets ✓ Maine EMS Quick Reference for Practical Evaluations document. ✓ Maine EMS License Application form ✓ NREMT Application form ✓ State Evaluator job description 	2. Dwight to relay this motion to the Exam Committee develop the cover letter, and relay information to Drexell for updating related documents.

- ✓ Process to schedule a state evaluator

The Committee also recommended the following additions to the Course Sponsor section of the Maine EMS Quick Reference for Practical Evaluations document:

- ✓ Ensures I/C completes the NREMT application section on practical skills demonstration for each student that successfully completes the evaluation.
- ✓ Ensures I/C completes the practical testing section of the Maine EMS Testing and Licensing form for each student.
- ✓ Issues an appropriate certificate with the correct wording indication successful completion of the course and Integrated Practical Test.

The Committee also recommends an additional item be added to the Maine EMS Course Approval Form to indicate that the I/C is aware of the Integrated Practical Test process.

The regions will plan on providing educational updates on the Integrated Practical Test process during their upcoming fall I/C conferences. Paul and Dan B. plan to attend the next Exam Committee meeting to assist in communications between the two committees.

Meeting adjourned at 10:50.

Next meeting September 13, 2005